DOCUMENT RESUME

ED 106 640 CE 003 814

TITLE	Principles and Practices of Occupational Safety and Health: Student Manual: Booklet One.
INSTITUTION	Occupational Safety and Health Administration, Washington, D.C.
REPORT NO	OSHA-2213
PUB DATE	[73]
NOTE	49p.; For related documents, see CE 003 813-819
AVAILABLE FROM	Superintendent of Documents, U. S. Government Printing Office, Washington, D. C. 20402 (Stock No. 2915-00037, $1.15)
EDRS PRICE	MF-$0.76 HC-$1.95 PLUS POSTAGE
DESCRIPTORS	Accident Prevention; Autoinstructional Aids; Federal Legislation; *Health Education; *Industrial Training; Instructional Materials; Manuals; Post Secondary Education; Programed Units; *Safety Education; *Study Guides; *Supervisory Training
IDENTIFIERS	Occupational Health; *Occupational Safety; Occupational Safety and Health Act 1970

ABSTRACT

The manual is the first of six student manuals for use in a course on occupational health and safety for supervisory personnel. The manual contains lessons 1-3 of the 15 consecutively-numbered lessons, each of which contains study questions (and answers) interwoven with the text and review questions at the end of each section. Lesson 1 (three pages) is a brief informative introduction to the problems of occupational health and safety with a set of instructions for the manual's use. Lesson 2 (28 pages) is an examination of the Occupational Safety and Health Act of 1970 with respect to definitions, permanent and temporary emergency standards, inspections, the Federal Register, citations and proposed penalties, the Occupational Safety and Health Review Commission, recordkeeping requirements, and State programs. Lesson 3 (15 pages) is a survey of the types of records kept by the employer, with sample forms and case histories. (JR)

A Programmed Instruction Course

PRINCIPLES AND PRACTICES of OCCUPATIONAL SAFETY AND HEALTH

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

STUDENT MANUAL

Booklet One

U.S. DEPARTMENT OF LABOR
Occupational Safety and Health Administration
Washington, D.C. 20210

OSHA 2213

2

INDEX TO LESSONS

Lesson	Title	Page
1	Introduction to Occupational Safety and Health	1
2	Occupational Safety and Health Act of 1970	4
3	Records Kept By Employer	31

For sale by the Superintendent of Documents, U.S. Government Printing Office
Washington, D.C., 20402 - Price $1.15

Stock Number 2915-00037

LESSON 1

INTRODUCTION TO OCCUPATIONAL SAFETY AND HEALTH

For the past several years, the number of employees killed has averaged 14,200 a year. From 1960 through 1970 there were over 150,000 fatalities. In 1972, more than 50 million employee-days were lost because of disabling injuries, and the known cost of accidents—not counting property damage—was over $11.5 billion. Unknown costs, resulting directly from accidents but not recorded, or not possible to record, are several times higher. These figures do not include most of the deaths and disabling illnesses from occupational disease. Most of these were not recorded before enactment of the Williams-Steiger Occupational Safety and Health Act of 1970.

Recently, employers, unions, employees, and various government agencies have seen the need for developing effective programs to improve occupational safety and health. The importance of keeping employees safe and healthy has achieved such wide-spread recognition that a broad and detailed national program finally has emerged.

Everyone is beginning to realize there is an obligation to protect individuals from on-the-job accidents and illnesses. Since no one wants to be responsible for the death or disability of a worker, this training course has been created to help protect you and those you supervise from occupational hazards.

Disabling Injuries

While more than 50 million employee days were lost in 1972, it's obvious that great losses in employee productivity, not to mention the 14,000 employees killed, were recorded. For example, it would take 188,000 men working for one year, five days a week, eight hours a day, with no vacations or time off, to make up for this lost time. These figures point out that too many employees are disabled from industrial accidents. However, many disabling injuries can be prevented.

In 1972, the total cost for work accidents, NOT INCLUDING PROPERTY DAMAGE, was equal to the amount to buy a $40,000 house for almost 500,000 families. Statistics indicate that many employees are killed needlessly or seriously injured in industrial accidents.

Every employer should make a serious effort to provide a safe and healthful workplace for his employees. It's good business and eventually will increase employee productivity and decrease lost production time.

It is impossible to put a dollar value on the tremendous wasted ability and contributions lost to society because of the death or disability of a fellow human. Thus, it is important to CONSTANTLY REMEMBER when you study this course that an EMPLOYER has the obligation to follow the "letter" as well as the "spirit" of the law to keep his employees safe and healthy on the job.

Your Task

As the immediate manager over employees, you represent the employer. To many of those you supervise, you probably are thought of as the employer. There is no doubt that you would be affected in many ways if you saw a safety or health HAZARD and did nothing about it, especially if that hazard eventually caused one of those you supervise to be killed or injured.

Therefore, it is your OBLIGATION to protect employees from unsafe and unhealthful conditions. The information contained in this course should help you.

Attempts to improve the working conditions of employees have combined to make employers aware that the safety and health of employees is part of good business practice. Over a hundred years of trying to make workplaces safe and healthful has brought us the Act. This law, more complete than anything previously enacted, stresses that the government and the people it represents are committed to the safety and health of working men and women anywhere in the Nation.

Your position enables you to be one of the best informed and frequently consulted individuals in the company when working changes are being considered. Therefore, you can be of invaluable assistance when a SAFETY AND HEALTH PROGRAM is being developed. First, you must know what's involved in a good program.

To develop an effective safety and health program, an employer needs to study more factors than just how an employee was injured or became ill on the job.

Employers must look at how to control ALL OCCUPATIONAL INJURIES and ILLNESSES. This includes not only accidents that cause injury and property damage, but also NEAR-MISSES. They should be studied because the situations that cause them usually will cause serious injuries and illnesses, either now or later.

Supervisors should recognize that it is a regular part of their job to direct their attention to safety and health factors on the job to reduce, and eventually eliminate, the causes of death, injury, and illness.

This course in the principles and practices of occupational safety and health covers many topics that will help you to eliminate or control hazards in your workplace:

- The requirements of the Act
- Fundamentals of accident prevention and control
- Accident investigation and analysis
- Classification and analysis of safety and health hazards
- Facility inspection for safety and health hazards
- Personal protective equipment
- Emergency care
- Fire loss control
- Communications and motivation
- Training procedures
- Available resources
- Supervisory guidelines

The ultimate goals and the final results of this course are to help you understand the law, its requirements, and to develop methods for preventing those you supervise from being killed, injured, or becoming ill on the job.

INSTRUCTIONS TO TRAINEE ON HOW TO USE THIS COURSE

This course presents information concerning the OSHA program using a modified programmed instruction method. The following study procedures will help you gain as much as possible from each lesson.

Read all information carefully and then write in the answer to the question or series of questions that call for an active response. The questions are identified by consecutive numbers in each lesson. The correct answers are on the top of the page following the questions. The questions are of the MATCHING, FILL IN THE BLANK (COMPLETION), and MULTIPLE CHOICE variety.

Careful and concentrated reading of the material will reward you with "getting the right answer" almost every time.

You are the sole judge of the amount of progress you wish to make at one sitting. Take your time and try to learn the material on the first attempt. If you do answer incorrectly, draw a line through your incorrect answer and then insert the correct answer.

LESSON 2

THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970

The purpose of this lesson is to break down the OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970 to make it easier for you to understand without having to read the entire Act. You will be learning about employer and employee rights and responsibilities, the rules or standards that must be complied with, inspections by Compliance Safety and Health Officers, violations, citations, penalties, variances, appeals, recordkeeping and state and federal safety and health programs.

Each of these topics will be amplified in detail in subsequent lessons. This lesson covers primarily the scope of the Act.

DEFINITIONS

Throughout this lesson we will often be defining words or phrases that appear in the Act. This is done to help you learn and understand the specific terms that are used in the Act as well as the terms found in the daily issue of the FEDERAL REGISTER or the CODE OF FEDERAL REGULATIONS. These definitions also will help you in your understanding of terms used by a Compliance Officer when that official comes to inspect your employer's workplace. Each word or phrase to be defined will be followed by a star (*). If the definition is a phrase, it will be enclosed in quotation marks followed by a star. The following examples will give you an idea of how these symbols will be used.

- The employer shall comply with promulgated* standards. (In this example, the word PROMULGATED will be defined.)

- The employer shall comply with "promulgated standards."* (In this example, the phrase PROMULGATED STANDARDS will be defined.)

To find the definition, turn to the end of this lesson to the section entitled DEFINITIONS.

The Act was signed into law in December 1970 by the President of the United States. The law states that:

- Each employer–

  –shall furnish to each of his employees employment and a place of employment which are free from recognized hazards* that are causing or are likely to cause death or serious physical harm to his employees;

  –shall comply with occupational safety and health standards promulgated* under this Act;

- Each employee–

  –shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant* to this Act which are applicable to his own actions and conduct.

1. Generally stated, the Act requires the employer to furnish to his employees a workplace that is free from recognized hazards to their _____ and _____ .

2. According to the Occupational Safety and Health Act, workplaces must be free from safety or health hazards that cause or are likely to cause serious physical _____ _____ or _____ .

The Act also sets up procedures for the adoption, publication and enforcement of occupational safety and health standards covering every employer having one or more employees whose activities AFFECT INTERSTATE COMMERCE.

3. This Act, as its name implies, is directed toward both the safety and health of employees. Throughout the lessons, keep in mind that accidents in the workplace include incidents that cause injury, as well as those incidents or conditions that impair* the health of an employee. The Act is aimed at both the safety hazards and the ___ _____ hazards that affect employees in their work area.

You have seen from the information given to you up to this point that it is the legal responsibility of both the employer and the employee to follow the standards promulgated under the Act. Since no one wants to injure or kill an employee or make him sick due to hazards in the work area, employer and employee also should want to do the right things to provide safe and healthful conditions.

4. While it is true that the employer has a _____ obligation to follow the standards promulgated under the Act he also has a humanitarian responsibility to try to provide a safe and healthful workplace.

The Act should not be viewed as "just another law" to follow. The Act was enacted so that employees, INCLUDING YOURSELF, can work in an area that is free from safety and health hazards.

You probably have walked around your work area and wondered what you could do to help protect those you supervise from safety and health hazards. Most conscientious supervisors try to pay attention to such things. This course can help you a great deal. If you learn, and then put into practice, the contents of this course you can, not only help your employer by pointing out specific hazards in your work area, but also help employees you supervise by explaining to them their rights and responsibilities under the Act.

Only when there is complete COOPERATION between the employer and his or her employees, and voluntary compliance by both parties with both the letter and the spirit of the law, will your efforts eliminate safety and health hazards from the work area.

OCCUPATIONAL SAFETY AND HEALTH STANDARDS

5. As stated earlier, the Act sets up the procedure for the adoption, publication, and enforcement of safety and health _____ covering every employer who has employees engaged in activities which affect interstate commerce.

Two agencies, one in the U.S. DEPARTMENT OF LABOR, and the other in the U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE have been created by the Act to carry out the provisions mentioned above. The responsibilities for the Department of Labor are being met through an organization known as the OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA). This agency will be discussed in more detail later in this lesson. The responsibilities for the Department of Health, Education, and Welfare are being met through an agency known as the National Institute for Occupational Safety and Health (NIOSH).

ANSWERS TO QUESTIONS:

1. safety health

2. harm death

3. health

4. Legal. Whether you are trying to make your workplace safe and healthy because you think you owe that kind of consideration and respect to your fellow man or if you are simply trying to stay out of trouble with the law, you are doing the correct thing when you pay special attention to the occupational safety and health of your employees.

5. Standards* (Don't forget that the symbol "*" indicates that the word is defined at the end of this lesson.)

The Act gives OSHA the responsibility of issuing the detailed safety and health standards that must be followed by both employers and employees. There are three different types of standards. These are:

- Initial OSHA Standards
- Permanent Standards
- Emergency Standards

Turn to the next page for a graphic description of these standards.

The EARLY OSHA STANDARDS consisted of certain established Federal and national consensus standards which were in existence when the Act was passed. These standards had been generally accepted by the industries involved, the Federal government and organizations such as the AMERICAN NATIONAL STANDARDS INSTITUTE and the NATIONAL FIRE PROTECTION ASSOCIATION.

OSHA could adopt any of such standards in the first two years after the effective date of the Act.

6. Looking again at the chart on the next page, where do the early OSHA Standards come from?

   a. _____

   b. _____ _____

7. Every employer covered by the Act is required to comply* with the _____ Standards that are applicable to his or her establishment.

8. Which of the following choices indicates where the OSHA Standards were obtained?

   a. existing federal standards from before this present law

   b. your employer

   c. Standards adopted by national standard development organizations

THERE ARE THREE KINDS OF

OCCUPATIONAL SAFETY AND HEALTH STANDARDS

These are

INITIAL OSHA STANDARDS

These standards may be adopted expeditiously without public hearing or comment. The Secretary of Labor has two years from the effective date of the Act to utilize this approach.

FEDERAL

These standards come from existing Federal Laws such as:

The Walsh-Healy Act
The Construction Safety Act
The Service Contract Act
Longshoremen and Harbor Workers Act
The National Arts and Humanities Act

NATIONAL CONSENSUS STANDARDS

These standards come from industrial associations such as:

The American Standards Institute (ANSI)
The National Fire Protection Association (NFPA)

PERMANENT STANDARDS

OSHA may modify, or revoke existing OSHA standards or develop new standards through a process which includes public comment and public hearings, if requested.

EMERGENCY TEMPORARY STANDARDS

The Secretary of Labor may provide, without regard to process requirements, for an emergency temporary standard to take effect immediately upon publication in the *Federal Register,* if he determines (a) that employees are exposed to grave danger from exposure to substances or agents determined to be toxic or physically harmful or from new hazards, and (b) that such emergency standard is necessary to protect employees from such danger. Such standard shall be effective until superseded by a standard promulgated in accordance with the procedures for other OSHA standards.

ANSWERS TO QUESTIONS:

6. a. Existing federal standards b. National consensus standards

7. OSHA

8. a.

---

9. Did these OSHA Standards exist in either Federal or national standard development organizations prior to the establishment of the Act?

In a few cases, some of the early OSHA Standards have been found to be in need of change. Generally, in making changes, as in developing new standards, OSHA must publish notice in the FEDERAL REGISTER of any proposed change and give an opportunity to interested parties to comment in writing or at a public hearing on the changes.

THE FEDERAL REGISTER

If it seems to you that these regulations we call "standards" are important, you're right! At this point you may be asking yourself where you can get a copy of the standards so you can read them and know what the "rules" are. All standards can be found in a government publication called the FEDERAL REGISTER. The FEDERAL REGISTER is an official publication of the Federal Government. It contains not only occupational safety and health standards, but also all important announcements, notices, rules and regulations as published by the many regulatory organizations within the Federal government. All employers affected by the Act are responsible for being aware of, and complying with, ALL notices published in the FEDERAL REGISTER that affect their establishments.

Another source, which may be used in conjunction with the FEDERAL REGISTER, is the CODE OF FEDERAL REGULATIONS (CFR). This annual publication contains the official safety and health standards promulgated by the Secretary of Labor. The CFR can be purchased from the Government Printing Office. Also, for an additional charge, the CFR offers a service that is designed to notify the user of additional actions published in the FEDERAL REGISTER. Both the CODE OF FEDERAL REGULATIONS and the FEDERAL REGISTER are valuable references for the employer

10. The _____ _____ will list all specific safety and health requirements. It is suggested that your employer subscribe to this daily publication and that someone in the company be assigned to skim over each issue to see what might be there that concerns your employer. Then, if something is found, you can be told about it in one of your safety meetings. Your employer should also get the CODE OF FEDERAL REGULATIONS mentioned previously. The address where to write for a subscription can be found in Lesson 14.

PERMANENT STANDARDS

These rules may be found in the 29 Code of Federal Regulations, Part 1911. The Secretary may appoint an advisory committee composed of representatives or employers, employees, state governments and various experts and professionals to assist him. The Secretary of Labor must publish any proposed standard in the FEDERAL REGISTER.

ANSWERS TO QUESTIONS:

9. a. Yes. Quite a few of these standards appeared in previous laws that dealt with the safety and health of employees in specific occupations. For example, the construction industry and the longshoring industry.

10. FEDERAL REGISTER. Another publication which would be helpful can be obtained from the OSHA Office of Information. This publication is called JOB SAFETY & HEALTH.

---

11. All interested parties have 30 days after publication in the FEDERAL REGISTER to submit their view on the proposed permanent standards. These views must be submitted to the Secretary of Labor. We used the phrase "all interested parties" above. Do you think both the employer and employee can submit their views on these standards?

    a. Yes

    b. No

12. Usually any person or group affected by the new or revised standards is considered to be an interested party. Such individuals or groups have _____ days after publication of the proposed standard to request a public hearing concerning the standard.

13. It should be pointed out at this time, that the request to the Secretary of Labor for a hearing on the proposed standard must be in writing. If you intend to make such a request, and if you have any questions regarding the format of your written request, it would be best to contact your OSHA Area Director (address given in Lesson 14). All requests for a hearing on a proposed standard must be made in _____ to the Office of the Assistant Secretary, Occupational Safety and Health Administration, U.S. Department of Labor, Washington, D.C. 20210.

14. If a hearing is requested to challenge, object to, or question a proposed permanent standard, everyone will have the opportunity to voice his or her opinion on making the standard tighter or looser, narrower or broader. Therefore, any interested party can challenge a proposed _____ and seek its change.

Within 60 days after the hearing has been held, the Secretary of Labor will issue a rule promulgating, modifying, or revoking an occupational safety or health standard.

A standard is established so that an employee is protected to the greatest degree practical. The standard cannot be set arbitrarily. It must be based on the best available evidence, insuring that no employee will be injured or become ill because of hazards in the work area.

15. Does the promulgation of any standard guarantee that no employee will be injured or become ill?

    a. Yes

    b. No

The primary reason standards are promulgated is to establish specific requirements designed to protect employees from safety and health hazards.

ANSWERS TO QUESTIONS:

11. a. Yes. "All interested parties" can include more than just the employer. Groups such as employee union representatives, trade associations, professional societies and experts in a specific area, or others with a legitimate concern about the subject, can submit their views to the Secretary of Labor.

12. Thirty

13. Writing

14. Standard

15. b. No. The standards set guidelines; they cannot keep an employee from being injured or receiving a job-related illness. The standards cannot save lives unless they are enforced in your work area.

For example, these absolute measures may be in terms of specific heights of stair railings, specific times that items need to be inspected. or limits that pertain to the maximum exposure level for employees to specific contaminants such as radiation or harmful mists.

For fairness, OSHA is permitted to delay the effective date of a permanent standard to permit employers a chance to familiarize themselves with it, so that they can prepare to follow the specific requirements of that standard. This delay can be up to 90 days from the date of notification that the standard has been established. Certain other delays in effective dates may be provided.

TEMPORARY EMERGENCY STANDARDS

The third type of standard that we will discuss is called a TEMPORARY EMERGENCY STANDARD. OSHA may provide, without regard to process requirements, for an emergency temporary standard to take effect immediately upon publication in the FEDERAL REGISTER, if he determines a) that employees are exposed to grave danger from exposure to substances or agents determined to be toxic or physically harmful or from new hazards, and b) that such emergency standard is necessary to protect employees from such danger.

16. A temporary emergency standard is usually promulgated when employees are susceptible to grave or imminent danger from exposure to substances or agents, or physical conditions determined to be toxic or physically harmful. When the Secretary of Labor determines that employees are _____ to toxic or physically harmful substances or agents or conditions, a temporary emergency standard will be promulgated.

17. A TEMPORARY EMERGENCY STANDARD can stay in effect up to 6 months from time of issue. It must be replaced within this time period with a _____ standard.

ANSWERS TO QUESTIONS:

16. Exposed

17. Permanent

VARIANCE

Employers may seek variances*, tolerances, or exemptions from the requirements from specific OSHA standards. There are four situations or conditions which will permit employers to seek variances. One of the situations is described below:

An employer may seek a TEMPORARY variance from a standard due to lack of personnel, materials, or equipment; or because of the fact that the construction or alteration of the facilities in question cannot be completed by the effective date of the standard. In applying to the Secretary of Labor for the variance, the employer must state:

- the standard against which relief is sought;
- the reasons why the employer cannot comply;
- what the employer will do or has done to protect employees against the hazard dealt with in the standard, and what has been done or will be done to comply;
- on what date the employer thinks he can comply;
- a certification that a copy of the application has been turned over to the employee's authorized representative and a summary of the application posted in the workplace where notices are normally posted.

18. The fact that an employer cannot financially afford to operate under the standard is not a valid reason for seeking a variance. One of the main points to keep in mind about this type of variance ("on what date the employer thinks he can comply" above) is that the employer must eventually _____ with the standard.

19. The Act requires that the employer POST a summary of the application for a _____ in a place where notices are normally posted.

A second type of variance from a standard involves the submission of proof to OSHA by the employer that the means, methods, or conditions of his operations provide the same protection to employees' safety and health as would be provided by exact adherence to the OSHA Standards.

These variances, if granted, are permanent unless revoked or modified pursuant to an application for revocation or modification by affected employers, employees, or by OSHA.

Affected employers and employees may request a public hearing on any such variance request.

A third situation in which an employer can obtain a variance, tolerance, or exemption from a standard is when the compliance with a standard would seriously impair the NATIONAL DEFENSE of the United States.

ANSWERS TO QUESTIONS:

18. Comply

19. Variance. This will let all employees know that the employer has applied for a variance. A copy of the application must be available upon request for review.

The fourth situation in which an employer can obtain a variance, tolerance, or exemption from a standard is when the employer is participating in an approved employer safety and health experiment sponsored by OSHA or NIOSH. Approval for a variance in this type of situation must come from the appropriate Secretary, which would be either the Secretary of Labor, or the Secretary of Health, Education, and Welfare.

20. Can an employer disregard a standard if he or she didn't have prior approval in the form of a variance from OSHA or NIOSH?

    a. Yes

    b. No

Before continuing, one additional point needs to be made about the different types of standards mentioned.

All standards, whether temporary emergency or permanent, are subject to review. Any person adversely affected can obtain a court review of a standard without waiting until the enforcement machinery is set in motion. This can be done up until the 60th day from the date of promulgation* of the standard, by filing a petition attacking the validity of the standard in the U.S. Circuit Court of Appeals for the circuit where the person lives; or, in the case of an employer, at his principal place of business.

21. This means that any person adversely affected by a standard can _____ that standard in a U.S. Court of Appeals.

REVIEW

Quite a lot of material has been covered up to this point. It might be a good idea to review a few of the main points of the Occupational Safety and Health Act of 1970 before adding more new information.

22. The Act requires the employer to furnish a workplace that is free from recognized _____ and _____ hazards likely to cause death or serious physical harm.

23. Under the Act, OSHA is authorized to promulgate occupational safety and health _____.

24. What are the two types of standards?

    a. _____

    b. _____

ANSWERS TO QUESTIONS:

20. No

21. Appeal

22. Safety Health

23. Standards

24. a. Permanent b. Temporary Emergency

---

25. If an employer wishes to seek a variance from a specific standard, a written request is made for a variance, usually, to the Secretary of_____ .

26. Requests to OSHA for a variance

    a. may be made by telephone

    b. must be in writing

27. All standards will be published in the _____ _____ .

28. If any interested person or group objects to a PROPOSED STANDARD for any reason, a hearing may be requested by _____ directly to: Office of the Assistant Secretary, Occupational Safety and Health Administration, U.S. Department of Labor, Washington, D.C. 20210.

29. The Williams-Steiger Occupational Safety and Health Act of 1970 sets forth the _____ obligation of employers and employees.

Up to this point we have stated the "LETTER" of the law, but have not given specific mention to the "SPIRIT" of the law. The Act was enacted to reduce death and injury in establishments across the country. To be effective, every employer and employee must WANT to protect each other from injury or illness. The Act sets specific guidelines and requirements, but cannot be completely effective until all interested parties make a combined effort to assure the safety and health of every employee affected by the Act.

INSPECTION OF WORKPLACES

30. As was previously mentioned, the Act set up specific procedures for the enforcement of the safety and health standards. It is the duty of OSHA to determine whether employers are complying with the standards.

    The letters OSHA stand for _____ _____ and _____ Administration.

ANSWERS TO QUESTIONS:

25. Labor. When an employer is participating in a research experiment for the Department of Health, Education, and Welfare, the employer would request a variance from the Secretary of Health, Education, and Welfare. This is the only case in which a variance can be requested from a department other than OSHA.

26. b.

27. FEDERAL REGISTER

28. Writing

29. Legal

30. Occupational Safety Health
As was mentioned previously, this agency is a part of the Department of Labor.

To effectively enforce the standards, OSHA has developed a program to inspect establishments affected by the Act. Inspections are made by OSHA representatives who are known as Compliance Safety and Health Officers, or "Compliance Officers." The Compliance Officer will be investigating an establishment to:

- determine whether the employer is complying with the safety and health standards promulgated under the Act, and
- determine whether the employer is furnishing a workplace to his employees free from recognized safety and health hazards that are causing, or likely to cause, death or serious physical harm.

31. From the information given to you in this item, you can see that it is the role of the _____ Officer to look for violation of safety and health standards.

Every Compliance Officer is legally AUTHORIZED:

- to enter, without delay and at reasonable times, any workplace where work is performed by an employee of an employer who is affected by the Act;
- to inspect and investigate, during regular working hours and at other reasonable times, all pertinent conditions, structures, machines, apparatus, devices, equipment and materials;
- to question privately any employer, owner, operator, agent, or employee; and
- to review the records that are required by the Act and other records which are directly related to the purpose of the investigation (we will discuss the record keeping requirements of the Act later in this lesson).

32. The main duty of a Compliance Officer is to inspect a workplace to determine whether any safety and health _____ exist.

33. The Compliance Officer is legally _____ to question any employee during his inspection.

ANSWERS TO QUESTIONS:

31. Compliance

32. Hazards

33. Authorized

---

34. As you can see from statement No. 2 of the Compliance Officer's Authorizations, he usually will inspect all aspects of a _____ that are causing or likely to cause death or serious physical harm to an employee.

All inspections will be made at reasonable times during regular working hours or at other reasonable times. Except in unusual circumstances no advance warning will be given as to the day or the time that an inspection will be made at your workplace. Under certain circumstances, advance notice will be given. These circumstances are:

- where an imminent danger* is indicated (this concept will be discussed later in this lesson);
- where inspections will be conducted after regular working hours;
- where it is necessary to assure the presence of representatives of the employer and employees;
- where the Area Director of OSHA determines that advance notices would enhance the probability of an effective and thorough inspection.

35. Usually, _____ notice of an inspection will not be given to an employer.

36. The information in the previous paragraph, statement no. 3, indicates that both an employer and an authorized _____ representative may accompany a Compliance Officer during his inspection of the workplace.

OSHA has a specific system of priorities to help determine when it should inspect a workplace:

- An imminent danger situation is alleged to exist;
- there has been a catastrophe and/or a fatality;
- a complaint has been filed with the OSHA Area Office;
- the establishment is in one of the target industries;
- the establishment is selected on a random basis from among all companies of all sizes all across the country, in accordance with the following factors:

37. The vast majority of employers are sincerely concerned with the safety and health of their employees, and will want to do everything they can to show that they are _____ with the Occupational Safety and Health Act.

ANSWERS TO QUESTIONS:

34. Work Area

35. Advance

36. Employee

37. Complying

---

38. An inspection can be made if an "IMMINENT DANGER" is alleged to exist in the workplace. An imminent danger is a condition or practice that can reasonably be expected to cause death or serious physical harm immediately or before the imminence of such danger can be eliminated through the enforcement procedures otherwise provided by the Occupational Safety and Health Act. Whenever there is a high probability that death or serious harm can occur, an _____ danger exists.

An inspection can be requested by an employee by filing a complaint with the OSHA Area office. The normal procedure to follow in requesting an investigation is for the employee to send a formal written complaint, to the Area Director of OSHA serving locality (the address can be found in Lesson 14). If the employee feels an imminent danger is involved, the Area Director can be telephoned and informed of the danger. However, this telephone conversation must be followed up by a written request, stating the hazard that is involved. If requested, all employee names will be held in confidence.

39. From the information you have received in the above item, you can see that any _____ can request that an inspection be performed in the workplace.

(Before making any inspection following a complaint, the Area Director must be convinced that there are reasonable grounds to believe the alleged hazard exists. The affected employer has the right to a copy of the complaint which was filed with the Area Director with the employee's name deleted if the employee so requests.)

ANY EMPLOYER CAN REQUEST AN INSPECTION

40. Any _____, as well as any employee, can request an inspection be done in his establishment.

41. When the OSHA Area Director decides that an inspection should be performed, he will send a _____ Officer to any establishment to see whether any violations exist.

The Compliance Officer cannot enter a workplace until he has presented his credentials to the owner, operator, or agent of the employer. Legally speaking, if you, as a supervisor, have been authorized by your employer as his representative, the Compliance Officer in most instances could legitimately enter the workplace after presenting valid credentials to you. Before the inspection begins, the Compliance Officer will inform the employer or his representative that the purpose of the visit is to perform an inspection of the workplace.

ANSWERS TO QUESTIONS:

38. Imminent

39. Employee

40. Employer

41. Compliance

---

42. The reason an inspection is performed is to determine whether the employer is in _____ with the Act.

The Compliance Officer also will outline the scope of the inspection, including: the records to be produced; and the procedures to be followed. Keep in mind that if specific protective clothing is required in a work area the Compliance Officer must wear the equipment that is required (such as hard hats, respirators, or masks). In some instances the Compliance Officer will have his own equipment; but, in any case, he must be required to wear such equipment before entering the work area.

43. When the inspection begins, the employer has the right to have an official representative accompany the Compliance Officer. Employees must also be given the opportunity to have a representative, authorized by _____ accompany the Compliance Officer during the _____.

Usually, the EMPLOYEE REPRESENTATIVE is someone who has been appointed by the labor organization legally authorized to represent the employees of that particular establishment. Another type of employee representative is one designated by the employees' safety committee. If there are no such representatives, the Compliance Officer will interview a reasonable number of employees to help him determine whether hazards exist. You should take particular note that in cases where the inspection is being done in response to an employee request, the specific employee who made the request does NOT necessarily have to accompany the inspection party. In fact, that employee is entitled to complete anonymity and need not be identified in any way whatsoever. While you may be very curious about who turned in the request, you have no legal right to have the person identified and are not even authorized to request such data.

44. Representatives, authorized by the employees, _____ accompany a Compliance Officer during his inspection.

    a. must always

    b. cannot

    c. have the right to

45. During the inspection, the Compliance Officer also can interview ANY EMPLOYEES with regard to specific accidents or possible violations. All of these procedures are intended to determine whether the employer is in _____ with the Occupational Safety and Health Act.

ANSWERS TO QUESTIONS:

42. Compliance

43. Them Inspection

44. c.

45. Compliance

---

46. Upon completion of the inspection, the Compliance Officer will hold a closing conference with the employer or the employer's representative and advise that person of all the conditions and practices that might be in violation of the Act. The employer will not receive a citation* at this time. The Compliance Officer will discuss the inspection with his Area Director before any action against the employer is taken. Does the Compliance Officer cite the employer for alleged violations of the Act immediately after the inspection?

    a. Yes

    b. No

REVIEW

Before we talk about citations and proposed penalties, it might be best to review some of the information in this last section.

47. The OSHA representative who inspects a workplace is called a _____.

48. The main duty of a Compliance Officer is to determine whether the employer is in violation of the _____ _____ and _____ Act of 1970.

49. Can a Compliance Officer interview employees in the course of the inspection?

    a. Yes

    b. No

50. Whenever there is a high probability that death or serious harm can occur immediately, an _____ danger exists.

51. Can any employee request that an inspection be performed in his or her workplace by filing a written complaint?

    a. Yes

    b. No

52. Both _____ and _____ representatives must be given the opportunity to accompany a Compliance Officer during the inspection.

ANSWERS TO QUESTIONS:

46. b. No. A citation for an alleged violation cannot be given until the Compliance Officer discusses the findings of the inspection with the Area Director. Only the Area Director can issue a citation.

47. Compliance Officer

48. Occupational Safety Health

49. a.

50. Imminent. When an imminent danger exists, certain special actions can be taken by OSHA. We will discuss them later.

51. a. Yes. Any employee can request the inspection any time, but must file the complaint. (See Lesson 14 for addresses.)

52. (In any order) Employee Employer

---

53. Does the Compliance Officer issue citations and penalties immediately after the inspection?

    a. Yes

    b. No

54. Before citations or penalties are issued, the Compliance Officer must submit the findings of the inspection to the _____ Director of OSHA.

CITATIONS AND PROPOSED PENALTIES

As previously stated, a citation is not issued by the Compliance Officer. The Compliance Officer reports the inspection findings to the Area Director who determines whether or not your employer is to be cited.

55. The decision on whether or not to cite an employer or not is determined from evidence as to whether the employer is violating any safety or health _____ .

There are three types of CITATIONS and one type of NOTICE that can be issued. These are:

- imminent danger
- a serious violation
- a nonserious violation
- a NOTICE of a de minimis violation

Imminent danger, as defined previously, refers to a hazard that exists which can cause death or serious physical harm immediately.

ANSWERS TO QUESTIONS:

53. b.

54. Area

55. Standards

If an imminent danger exists, the Compliance Officer will inform your employer of the danger. If the employer refuses to abate the condition, the Compliance Officer will inform him a civil action in a U.S. District Court will be recommended to require abatement immediately.

56. A situation in which a hazard exists where the death or serious physical harm to an employee can be foreseen to happen immediately is called an _____ _____.

57. If the employer refuses to correct the hazard, an order for the abatement of an imminent danger situation will come from a U.S. _____ Court.

The second type of citation an employer can receive is for a SERIOUS VIOLATION. A violation is considered serious if there is a substantial probability that DEATH or SERIOUS PHYSICAL HARM will result. A significant difference between this type of violation and the first type of violation is in terms of how imminent the potential for death or serious injury may be.

58. The second most hazardous type of violation we have discussed is a _____ violation.

59. If there is the substantial probability that death or serious physical harm will result from a violation of a standard, the employer will be _____ by OSHA.

The third type of violation is called a NONSERIOUS VIOLATION. A nonserious violation is one in which an injury or occupational illness caused by this violation would probably not cause death or serious harm. This type of violation is much less serious than the first two types of violations we have discussed.

60. This third type of violation will also result in a _____ being issued by OSHA.

A "WILLFUL" violation may exist under the Act (Section 17 a) where the evidence shows 1) that the employer committed an intentional and knowing violation of the Act and the employer is conscious of the fact that what he is doing constitutes a violation of the Act, or 2) even though the employer was not consciously violating the Act, he was aware that a hazardous condition existed and made no reasonable effort to eliminate the condition. It is not necessary that the violation be committed with a bad purpose, or an evil intent, to be deemed "willful" under the Act. It is sufficient that the act was deliberate, voluntary or intentional as distinguished from those which were inadvertent, accidental or ordinarily negligent.

Violation of any standard, rule, or order, or the general duty clause, may be cited as REPEATED under the Act (Section 17 a) where a second citation is issued under the Act for violation of the same standard, rule, or order, or the same condition violating the general duty clause for which a previous citation was issued. A repeated violation differs from a failure to abate in that repeated violations exist where the employer has abated an earlier violation and, upon later inspection, is found to have violated the same standard. A notice of failure to abate would be appropriate where the employer has been cited and fails to abate the hazard cited within the abatement period.

ANSWERS TO QUESTIONS:

56. Imminent Danger

57. District. If the employer is clearly in the process of abating an imminent danger hazard, OSHA will not institute court action. However, citations may still be issued for violations of standards.

58. Serious

59. Cited

60. Citation

When there is a violation of a standard which would not involve an immediate or direct relationship to the safety or health of an employee, the violation is called DE MINIMIS*. A NOTICE, rather than a citation, is issued in this event. The employer is cited, but no penalty is proposed.

61. List the following violations (using letters a. through d.) in terms of seriousness, with the most hazardous violation being a.

- de minimis violation ____
- imminent danger ____
- nonserious violation ____
- serious violation ____

Match the following four types of violations with the appropriate definitions:

62. imminent danger ____
63. serious violation ____
64. nonserious violation ____
65. de minimis violation ____

a. this violation of a standard does not involve an immediate or direct relationship to the safety or health or an employee

b. this violation of a standard refers to a hazard that exists which can cause death or serious physical harm immediately or before the imminence of such danger can be eliminated through the enforcement procedures otherwise provided by the Act

c. this violation of a standard is one in which an occupational injury or illness caused by this violation would probably not result in death or serious physical harm

d. this violation of a standard refers to a substantial probability that death or serious physical harm will result

ANSWERS TO QUESTIONS:

61. a. imminent danger; b. serious violation; c. nonserious violation; d. de minimis violation.

62. b.

63. d.

64. c.

65. a.

All citations for violations that the employer receives must be POSTED at or near each place where the violation is alleged to exist. The citation must be posted as soon as it is received. All citations must remain posted until the violation is abated, or for a minimum of three working days, whichever is LONGER.

66. Is the employer allowed to remove a posted citation before the violation is abated?

    a. Yes

    b. No

When an OSHA Area Director ISSUES citations, he also may propose a PENALTY. When the employer receives a citation, he is also notified by the Area Director as to whether or not a penalty is to be proposed. Here are a few examples of the possible proposed penalties an employer can receive:

- serious violation: up to $1,000 for each violation
- nonserious violation: up to $1,000 for each violation
- willful* or repeated violation: up to $10,000
- willful violation resulting in death: up to $10,000 and/or imprisonment for not more than 6 months

67. As you can see, the proposed _____ , depending on the type of violation, can be quite strict and strong.

If an employer abates* within the period specified in the citation for NONSERIOUS violation, the proposed penalty may be "adjusted" by OSHA to a lesser amount. Generally speaking, penalties may also be adjusted downward based on the following considerations: 1) good faith of the employer, 2) past history, 3) size of the business, and 4) amount of the proposed penalty. If the employer does not abate a hazard in the time specified, an additional citation may be issued which may provide for a penalty to be assessed on a DAILY basis until abatement is achieved.

68. Employers are required to abate the hazard within the _____ period stated in the citation they receive.

ANSWERS TO QUESTIONS:

66. b. No. He must leave the citation posted until the hazard is abated or for at least three working days, even though the hazard may have been abated on the first day.

67. Penalty. The above penalties were given as examples. Keep in mind that there are other penalties that can be proposed for violation of the standards.

68. Abatement

---

69. The proposed penalty is affected by the severity of the violation. As you can see by the previous information as the severity of the violation increases, the proposed penalties also _____.

When an employer receives a citation or proposed penalty, the employer may CONTEST*, or APPEAL, the decision by WRITING to the Area Director, stating the company's intention to contest. An employer has 15 WORKING DAYS from the time the citation or proposed penalty is received to contest it. If the employer does not respond within 15 working days, the hazard must be abated within the time limit stated in the citation or he will receive additional penalties. In addition, if he fails to contest, the citation becomes final.

70. When an employer feels a citation, or proposed penalty, is unjust, the employer can _____ or appeal the citation or proposed penalty.

Consider this situation:

- An employer receives a citation requiring him to provide safety glasses to a group of female employees working in an assembly operation. Sixteen CALENDAR days after the employer receives the citation, the employer writes to the Area Director and informs that office that the employer wants to contest the citation.

71. Was the employer's notice of intention to contest submitted within the necessary time?

    a, Yes

    b. No

72. The employer has the legal right to _____ any citation he receives.

THE OCCUPATIONAL SAFETY AND HEALTH REVIEW COMMISSION

After the Area Director receives a letter from the employer, stating an intention to contest a citation or proposed penalty, the Area Director has five working days to notify the independent Occupational Safety and Health Review Commission. This Review Commission is a three-member panel that acts as an administrative ajudicatory body with authority to affirm, modify, or vacate the original citations or proposed penalties through 1) hearings, or 2) review. If the employer doesn't agree with the Review Commission's decision, he may appeal the case to the U.S. Circuit Court of Appeals, within 30 days.

ANSWERS TO QUESTIONS:

69. Increase

70. Contest

71. a. Yes. The employer has 15 WORKING days to notify the Area Director that he wishes to contest the decision. Even though 16 CALENDAR days had elapsed, that would include several weekend (nonworking) days that do NOT count.

72. Contest

---

73. If an employer contests a citation or proposed penalty, the case is first heard by an administrative law judge of the Occupational Safety and Health _____ _____ .

74. The Act gives the EMPLOYEE the RIGHT to challenge the reasonableness of the abatement period specified in the citation. As with the employer, the employee can _____ the commission's decision to the U.S. Circuit Court of Appeals.

REVIEW

Quite a bit of information has been covered in this section of the lesson. The following items are included to refresh your memory on the main points of this section.

75. There are six types of violations that an employer can be cited for. Name these violations.

a. _____ d. _____

b. _____ e. _____

c. _____ f. _____

76. The employer has the right to contest a _____ as well as any proposed _____ .

77. After receiving a citation, the employer has 15 working days to _____ the citation.

78. The written request to contest a citation or proposed penalty is first sent to the _____ Director of OSHA.

79. The Area Director then sends the written notice of contest to the Occupational Safety and Health _____ _____ .

80. What can the employer do if he does not agree with the decision of the Review Commission?

a. nothing

b. appeal the decision to the Secretary of Labor

c. appeal the decision to the U.S. Circuit Court of Appeals

ANSWERS TO QUESTIONS

73. Review Commission

74. Appeal

75. (In any order)
    a. imminent danger
    b. serious violation
    c. nonserious violation
    d. de minimis violation
    e. repeated violation
    f. willful violation

76. Citation Penalties

77. Contest

78. Area

79. Review Commission

80. c.

---

81. The employee has the right to contest only the reasonableness of the abatement _____ specified in the citation.

82. The procedures that we have discussed under this section of the lesson have been enacted by the Congress of the United States for one purpose: to protect employees from being killed, injured or made ill by _____ and _____ hazards in the workplace.

Again, it is important to mention that we have been talking about the "letter" of the law. For the Act to be effective, everyone must cooperate to provide a work environment that is safe and healthful for all employees. You are in the best position to make this an effective law. You are the supervisor; you are the most knowledgeable in the actual operation of your work area; you are the person who can be the most effective in ensuring that employees are working in a safe and healthful work environment.

Some of the information that has been given to you up to this point is quite technical. If you are employed in a large establishment, you may not have to be concerned with some of the requirements of the Act, such as recordkeeping (discussed in the next section of this lesson). If you are employed in a smaller establishment, it is important that you be familiar with the requirements of the Act since you may be the one assigned by your employer to be responsible for certain portions of the Act. Whatever the size of your establishment, however, you should understand the requirements of the Act so that you can educate those you supervise on the specific responsibilities and rights they have been given by law.

83. As you can see, one of the most significant contributions you can make is to _____ those you supervise with regard to the Occupational Safety and Health Act.

ANSWERS TO QUESTIONS:

81. Period

82. Safety Health

83. Educate

RECORDKEEPING REQUIREMENTS

The Act requires that the employers maintain the following forms on which they will record data on occupational injuries and illnesses in their establishments. These are the records that the Compliance Officer may request when a visit is made to your workplace to perform an inspection:

- LOG of Occupational Injuries and Illnesses,
- SUPPLEMENTARY RECORD of Occupational Injuries and Illnesses, and
- SUMMARY of Occupational Injuries and Illnesses.

The necessary forms can be obtained from your regional office of the Bureau of Labor Statistics. A list of the addresses of these regional offices may be found in Lesson 14.

84. Whenever a RECORDABLE injury or illness occurs in your workplace, a _____ of it must be kept.

In the last item, the phrase "RECORDABLE INJURY OR ILLNESS" was used. For example, a recordable injury is one that:

- ends in a FATALITY, or
- requires MEDICAL TREATMENT other than first aid, or
- involves LOSS OF CONSCIOUSNESS, or
- involves a RESTRICTION of work or motion, or
- results in TRANSFER to another job.

Examples of recordable occupational illnesses are:

- acute or chronic illness caused by exposure to environmental factors associated with employment, and
- illness involving a medical diagnosis that the illness is job-related.

Keeping and using the various recordkeeping forms constitutes such a significant requirement of the Act that we will devote the entire next lesson to them. Lesson 3 will help you do two things: 1) prepare you to fill out the forms yourself in case your employer assigns that job to you, and 2) show you how to make practical use of the data in the forms to identify and eliminate the specific safety and health hazards that are causing problems in your particular work area.

ANSWERS TO QUESTIONS:

84. Record

As you can see from the discussion up to this point, the Act sets many legal requirements and responsibilities for both employers and employees. However, before we end this lesson, one particularly important point should be made with regard to your compliance with the Act.

It is true that the law requires that specific safety and health standards be followed, many of which are quite detailed in their specifications. In fact, there are some severe penalties for not following the law; but, more importantly, the Act allows all concerned persons to fulfill an obligation to make sure no one is killed or injured because of hazards in the work area. We all want to avoid causing pain or suffering to a fellow worker or his family. Even if there were no Act at all, any good supervisor would recognize that it is his DUTY to protect those he supervises from accidents and sickness. It is the humanitarian thing to do. The Act cannot be fully effective until employers and employees fulfill their obligations by assuring that employees are working in a safe and healthful environment.

In this lesson you have learned quite a bit about the Act. We have discussed such things as:

- Standards
- Citations and proposed penalties
- The role of the compliance officer
- Rights and responsibilities of the employer
- Rights and responsibilities of the employee

This lesson is an important starting point for the remaining lessons. We have shown the types of violations that can occur. The remaining lessons will give you practical ways to keep your work area free from the safety and health hazards that the Compliance Officer will be looking for.

You can probably see now, in retrospect, from the information given in Lesson 1 that the Act is the most far-reaching piece of legislation yet enacted. It can ensure the safety and health of employees in the United States.

To make this law work, employees must want to comply voluntarily with the Act. Only when each person has made a commitment to comply with the Act will employees be assured of working conditions that will not cause injury, illness, or death.

DEVELOPMENT OF STATE PROGRAMS

Another factor we haven't discussed concerns State jurisdiction and State plans. Let's call it State Programs. It means that the Act encourages each State to develop and administer its own occupational safety and health program.

85. The Act permits each State to have its own occupational safety and health _____ .

Since the Act became effective, States with existing occupational safety and health laws continued to exercise jurisdiction in situations where they involved issues not covered by Federal standards. The State in

ANSWERS TO QUESTIONS:

85. Program

---

which you live may have had comprehensive occupational safety and health laws before the Federal Act was passed. In that case, your workplace has been subject to both Federal and State inspection. On the other hand, perhaps your State was not active in this field; several States had no occupational safety and health laws. In those States, only the Federal Act has been applicable.

The fact that States with laws or regulations covering gaps in Federal standards could continue to enforce them, however, is no indication that such a State has a STATE PROGRAM. A State Program is much more comprehensive. To be approved by OSHA, a State program must be AT LEAST as effective as that developed and implemented by the Federal government in response to the Act.

Even if a State program meets all the qualifications for acceptability, acceptability is not automatic. The only way a State program can be accepted is if the particular State develops a plan for implementing its own program. The plan must be submitted to OSHA for approval as stated above. If approved, the State assumes responsibility for the conduct of its own occupational safety and health program. Most States have submitted, or are in the process of submitting, plans for the conduct of their own program.

Upon receipt of the plan by the Assistant Secretary for Occupational Safety and Health, a notice is published in the FEDERAL REGISTER announcing that the plan shall be available for review by interested persons at three locations: the OSHA Office of State Programs in Washington, D.C.; the office of the OSHA Assistant Regional Director in whose region the State is located; and the office of the State which shall be designated by the State for this purpose.

Once a State plan has been approved and implemented, all establishments are subject to State regulations and inspection procedures. The requirements for compliance will continue at least as effective as the Federal; however, there is nothing to prevent States from having regulations covering conditions or situations not addressed by Federal standards. Where state programs are in effect, inspection visits will ordinarily be accomplished by State inspectors rather than OSHA Compliance Safety and Health Officers. The role of the latter will tend to be spot checks, or responding to complaints, unless a State defaults or does not fulfill its responsibilities according to its agreement. On-going State programs will continue to be evaluated by OSHA.

86. After a State plan has been approved and a State program implemented, inspection visits are customarily made by:

    a. Federal Compliance Safety and Health Officers

    b. State Inspectors

    c. Usually by both

ANSWERS TO QUESTIONS:

86. b.

DEFINITIONS

abate	—to correct under the Occupational Safety and Health Act; to come into compliance with a standard that is being violated.
comply	—to act in accordance with the Occupational Safety and Health Standards; to follow the rules and regulations published in the CODE OF FEDERAL REGULATIONS.
contest	—to object to or to appeal a decision made by the OSHA Area Director.
citation	—issued by the OSHA Area Director to an employer for an alleged violation reported by the OSHA Compliance and Safety and Health Officer during a compliance visit.
de minimis violation	—violation of a standard that does not involve an immediate or direct relationship to the safety or health of an employee.
hazard	—a risk, danger, or peril to employees in the workplace.
imminent danger	—any condition or practice in any place of employment which is such that a danger exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such danger can be eliminated through the enforcement procedures otherwise provided by the Act.
promulgate	—to issue, establish, or make known officially the terms of a law or regulation having the force of law. For example, to publish OSHA rules, procedures, standards, and regulations in the FEDERAL REGISTER.
"recognized" hazard	—a hazard is recognized if it is a condition that is a) of common knowledge or general recognition in the particular industry in which it occurs, and b) detectable (1) by means of senses (sight, smell, touch, and hearing), or (2) is of such wide, general recognition as a hazard in the industry that even if it is not detectable by means of the senses, there are generally known and accepted tests for its existence which should make its presence known to the employer. For example, excessive concentrations of a toxic substance in the air would be a "recognized" hazard even though they could be detected only through the use of measuring devices.
repeated violation	—a violation of any standard, rule or order, or the general duty clause, may be cited as repeated under the Act (Section 17a) where a second citation is issued under the Act for violation of the same standard, rule, or order, or the same condition violating the general duty clause for which a previous citation was issued. A repeated violation differs from a failure to abate in that repeated violations exist where the employer has abated an earlier violation and, upon later inspection, is found to have violated the same standard. A notice of failure to abate would be appropriate where the employer has been cited and fails to abate the hazard cited within the abatement period.
standard	—a rule, established in accordance with law or other competent authority, which designates safe and healthful conditions or practices by which work must be performed to prevent injury or illness.

variance —formal approval by OSHA permitting an employer to bypass certain requirements of the standards. A *temporary* variance may be granted if the employer can show he is unable to comply by its effective date due to lack of personnel, materials, equipment, or because alterations or construction required for compliance cannot be accomplished within the specified time. A *permanent* variance may be granted if he can prove that he is providing safe and healthful working conditions equal to those which would pertain if he had complied. Variances may also be granted if the employer is participating in an approved worker safety and health experiment, or if compliance would constitute a serious impairment of national defense.

LESSON 3

RECORDS KEPT BY EMPLOYER

This lesson will help you to understand the types of information required by the OSHA forms contained in the booklet on recordkeeping, as well as how they are to be completed.

THE ACT REQUIRES THAT RECORDS BE KEPT BY THE EMPLOYER

1. As was noted in Lesson 2, every _____ , who is covered by the Act, is required to keep THREE types of records.

INJURY AND ILLNESS FORMS

Each of the three required forms asks for specific information with regard to work-related injuries and illnesses. Look at the booklet on recordkeeping for an example of the first required form, the "LOG OF OCCUPATIONAL INJURIES AND ILLNESSES" (OSHA No. 100).

As you can see by the title, this form is to be used by each employer to record details on each occupational injury and illness that occurs in his establishment.

Please refer to the form while we discuss the "Log of Occupational Injuries and Illnesses" in the following items. Note that each column is asking for information about an illness or injury to an employee that is related to, or caused by, his job. Before proceeding, turn the form over and read the "Definitions," "Log of Occupational Injuries and Illnesses," and "Instructions for Completing" the log. Then return to this lesson.

The first five columns of the Log require certain identifying information about the injured or ill employee. Case or File No. (Col. 1) can be numbered consecutively or as you desire. The remaining columns are self-explanatory.

2. Columns 6 and 7 ask the employer for a brief description of the injury or illness and selection of the injury or illness _____ .

Columns 8-12 of the Log ask the employer to describe the extent of the injury or illness and also what happened to the employee after he was injured or became ill. Take special care when computing lost workdays (Col. 9).

3. OSHA defines a recordable injury as ANY injury such as a cut, fracture, sprain, burn, amputation or other injury that results from a work accident or from exposure in the work environment. If an injury results in a fatality, or requires medical treatment, or involves loss of consciousness, or involves a restriction of work or motion, or results in a transfer to another job, it is considered a _____ injury. Injuries requiring only minor first-aid treatment are NOT considered appropriate to record in the "Log of Occupational Injuries and Illnesses."

Occupational illness is any abnormal condition or disorder, other than one resulting from an occupational injury, caused by exposure to environmental factors (dust, chemicals, etc.) associated with employment. It

ANSWERS TO QUESTIONS:

1. Employer

2. Code

3. Recordable

---

includes acute and chronic illness or disease caused by inhalation, absorption through the skin, ingestion, or direct contact.

4. Which of the following is an occupational injury?

   a. A broken arm caused by tripping over a carton

   b. Lead poisoning

5. An example of an occupational injury is _____ .

   a. Falling from a platform with no guard rail and spraining a knee

   b. Silicosis

6. Which of the following is an example of an occupational illness?

   a. A broken leg caused by tripping over a box in your work area

   b. Poisoning by exposure to parathion over 8 months

7. Sustaining mercury poisoning on the job is an example of an occupational ___ _____ .

8. Whenever an employee is injured or becomes ill BECAUSE OF THE JOB, the employer must keep a _____of the occurrence including the number of workdays lost due to the injury or illness.

Use the following case history to fill in the first line of the Log of Occupational Injuries or Illnesses.

CASE HISTORY NUMBER ONE

On Friday, May 19, 1972, John Jones was helping to stack boxes in the label printing department of his establishment. John, who is a stockroom clerk in the procurement department, tripped over a power cord and brushed against a stack of boxes, one of which fell on his head and cut open his scalp. He was rushed to the hospital where the cuts were repaired with eight stitches. His doctor prescribed two days' bed rest at the hospital. On Tuesday, May 23, 1972, John was able to return to work and perform all of his duties. John is not scheduled to work on Saturdays and Sundays.

ANSWERS TO QUESTIONS:

4. a. A broken arm caused by tripping over a carton. Lead poisoning, if acquired on the job, would be an occupational ILLNESS.

5. a. Falling from a platform with no guard rail and spraining a knee. Silicosis, if acquired on the job, would be an occupational ILLNESS.

6. b. Poisoning by exposure to parathion over 8 months. The broken leg would be an example of an occupational INJURY.

7. Illness

8. Log/record. Lost workdays include the number of days an employee would have worked but could not because of the occupational injury or illness. The number of lost workdays does NOT include the DAY OF THE INJURY or WEEKENDS.

Fill in the log using this information; THEN answer the following questions.

9. What was the number you chose for Column 9, "Lost Workdays"?

    a. If your answer is one, go to Paragraph III.

    b. If your answer is three, go to Paragraph II.

    c. If your answer is four, go to Paragraph I.

Paragraph I: Your answer of four days is not correct. You included the day John was injured plus a weekend. When figuring lost workdays, you do not count the DAY A PERSON WAS INJURED or any days employee was not scheduled to work. Therefore, John was only officially out of work on Monday, May 22, 1972.

Paragraph II: Your answer of three days is not correct. You were right in not including the day John was injured, but you should not have included the weekend. When figuring lost workdays, you do not count the DAY A PERSON WAS INJURED or any days employee was not scheduled to work. Therefore, John was only counted out of work one day, Monday, May 22, 1972.

Paragraph III: You are CORRECT since lost workdays DO NOT include the day of injury or days employee is not scheduled to work.

Using the second line of the log, fill out the form on the following case history.

ANSWERS TO QUESTIONS:

9. c.

CASE HISTORY NUMBER TWO

On Thursday, June 8, 1972, Melvin E. Davis showed the plant nurse a severe inflammation of the skin of his hands. Melvin is a "mixer" and works in the solvent manufacturing department of his establishment. He had been mixing a solvent containing naphtha for the past two months. He was taken to the doctor who said the skin condition should clear up if Melvin stayed at home for a few days and that he should avoid naphtha. When Melvin came back to work on Thursday, June 15, 1972, he asked to be transferred to another department. His employer agreed and transferred him to the glue making department. This establishment is closed on Saturdays and Sundays.

Fill in the log using this information on the second line. THEN go to the next paragraph.

LOST WORKDAYS

10. What was the number you chose for Column 9, "Lost Workdays"?

    a. If your answer is four, go to Paragraph VIII.

    b. If your answer is five, go to Paragraph VII.

    c. If your answer is six, go to Paragraph VI.

    d. If your answer is seven, go to Paragraph V.

    4. If your answer is eight, go to Paragraph IV.

Paragraph IV: Your answer of eight days is not correct. When computing Melvin's lost workdays, you should not count the day of the initial diagnosis of his illness, days he was not scheduled to work, or the day he came back to work.

Go back to Case History Number Two and recalculate the answer.

Paragraph V: Your answer of seven days is not correct. When computing Melvin's lost workdays, you should not count the day of initial diagnosis of his illness, days he was not scheduled to work, or the day he came back to work.

Go back to Case History Number Two and recalculate the answer.

Paragraph VI: Your answer of six days is not correct. When computing Melvin's lost workdays, you should not count the day of initial diagnosis of his illness, days he was not scheduled to work, or the day he came back to work.

Go back to Case History Number Two and recalculate the answer.

ANSWERS TO QUESTIONS:

10. a.

Paragraph VII: Your answer of five days is not correct. You were right in not counting the days he was not scheduled to work as lost workdays. When computing lost workdays, you should not count the day of the diagnosis of Melvin's illness or the day he came back to work.

Go back to Case History Number Two and recalculate the answer.

Paragraph VIII: Your answer of four days is correct.

Now remove Attachment B, a properly completed log, to see if the rest of your log on John and Melvin is correct.

11. John Jones' case is an example of an occupational _____ .

12. Melvin E. Davis' case is an example of an occupational _____ .

13. The form on which you have just been practicing is the first of THREE forms required by the _____ _____ and _____ Act.

14. The name of this required form is the _____ of _____ Injuries and Illnesses.

The second form required by the Occupational Safety and Health Act is called the SUPPLEMENTARY RECORD OF OCCUPATIONAL INJURIES AND ILLNESSES (OSHA 101).

15. The first required form was called the _____ of Occupational Injuries and Illnesses.

A supplementary Record form is to be filled out for each accident or illness that occurs.

For an example of this form, tear out the next page.

As you can see, the Supplementary Record asks for additional details on each injury or illness.

State Workmen's compensation forms are acceptable instead of this form if they contain ALL the items on OSHA 101 or are supplemented to do so.

Spend a few minutes looking at all the information required on this form.

PRACTICE EXERCISE

Fill in your form using the following information and the information given on John Jones found in your log of Occupational Injuries and Illnesses.

- John's employer is: The American Company.
- Their address is: 1712 Dale Lane, Anytown, West Dakota.
- John was hurt at this address.

ANSWERS TO QUESTIONS:

11. Injury

12. Illness

13. Occupational Safety Health

14. Log Occupational

15. Log

- John lives at: 1415 East Street, Anytown, West Dakota.
- He is 42 years old.
- His social security number is 100-00-0000.
- John went to Dr. Smith in Anytown.
- He went to the County Hospital in Anytown.
- The report was filled out on the same day as the accident.

When you have finished, turn to the next page to see if your answers are correct. You need not have exactly the same wording for your form as in this example. Your answers, though, should have the same type of information as is found in the example.

We have now done work on two of the three forms required by the regulations which implement the Act.

16. The first form was called the Log of _____ _____ and _____ _____ .

17. The second form was called the _____ Record of Occupational Injuries and Illnesses.

INFORMATION IN THE LOG

18. The Log is a record of each occupational _____ or _____ .

MORE INFORMATION IS NEEDED

19. The Supplementary Record is a form to record _____ information on each injury or illness.

OSHA No. 101
Case or File No. _____

Form approved
OMB No. 44R 1453

Supplementary Record of Occupational Injuries and Illnesses

EMPLOYER

1. Name _____

2. Mail address _____
(No. and street) (City or town) (State)

3. Location, if different from mail address _____

INJURED OR ILL EMPLOYEE

4. Name _____ Social Security No. _____
(First name) (Middle name) (Last name)

5. Home address _____
(No. and street) (City or town) (State)

6. Age _____ 7. Sex: Male_____ Female_____ (Check one)

8. Occupation _____
(Enter regular job title, *not* the specific activity he was performing at time of injury.)

9. Department _____
(Enter name of department or division in which the injured person is regularly employed, even though he may have been temporarily working in another department at the time of injury.)

THE ACCIDENT OR EXPOSURE TO OCCUPATIONAL ILLNESS

10. Place of accident or exposure _____
(No. and street) (City or town) (State)
If accident or exposure occurred on employer's premises, give address of plant or establishment in which it occurred. Do not indicate department or division within the plant or establishment. If accident occurred outside employer's premises at an identifiable address, give that address. If it occurred on a public highway or at any other place which cannot be identified by number and street, please provide place references locating the place of injury as accurately as possible.

11. Was place of accident or exposure on employer's premises? _____ (Yes or No)

12. What was the employee doing when injured? _____
(Be specific. If he was using tools or equipment or handling material, name them and tell what he was doing with them.)

13. How did the accident occur? _____
(Describe fully the events which resulted in the injury or occupational illness. Tell what happened and how it happened. Name any objects or substances involved and tell how they were involved. Give full details on all factors which led or contributed to the accident. Use separate sheet for additional space.)

OCCUPATIONAL INJURY OR OCCUPATIONAL ILLNESS

14. Describe the injury or illness in detail and indicate the part of body affected. _____
(e.g.: amputation of right index finger at second joint; fracture of ribs; lead poisoning; dermatitis of left hand, etc.)

15. Name the object or substance which directly injured the employee. (For example, the machine or thing he struck against or which struck him; the vapor or poison he inhaled or swallowed; the chemical or radiation which irritated his skin; or in cases of strains, hernias, etc., the thing he was lifting, pulling, etc.)

16. Date of injury or initial diagnosis of occupational illness _____
(Date)

17. Did employee die? _____ (Yes or No)

OTHER

18. Name and address of physician _____

19. If hospitalized, name and address of hospital _____

Date of report _____ Prepared by _____
Official position _____

SUPPLEMENTARY RECORD OF OCCUPATIONAL INJURIES AND ILLNESSES

To supplement the Log of Occupational Injuries and Illnesses (OSHA No. 100), each establishment must maintain a record of each recordable occupational injury or illness. Workmen's compensation, insurance, or other reports are acceptable as records if they contain all facts listed below or are supplemented to do so. If no suitable report is made for other purposes, this form (OSHA No. 101) may be used or the necessary facts can be listed on a separate plain sheet of paper. These records must also be available in the establishment without delay and at reasonable times for examination by representatives of the Department of Labor and the Department of Health, Education and Welfare, and States accorded jurisdiction under the Act. The records must be maintained for a period of not less than five years following the end of the calendar year to which they relate.

Such records must contain at least the following facts:

1) *About the employer*—name, mail address, and location if different from mail address.

2) *About the injured or ill employee*—name, social security number, home address, age, sex, occupation, and department.

3) *About the accident or exposure to occupational illness*—place of accident or exposure, whether it was on employer's premises, what the employee was doing when injured, and how the accident occurred.

4) *About the occupational injury or illness*—description of the injury or illness, including part of body affected; name of the object or substance which directly injured the employee; and date of injury or diagnosis of illness.

5) *Other*—name and address of physician; if hospitalized, name and address of hospital; date of report; and name and position of person preparing the report.

SEE *DEFINITIONS* ON THE BACK OF OSHA FORM 100.

OSHA No. 101
Case or File No. .....

Form approved
OMB No. 44R 1453

Supplementary Record of Occupational Injuries and Illnesses

EMPLOYER

1. Name The American Company
2. Mail address 1712 Dale Lane (No. and street) Anytown (City or town) West Dakota (State)
3. Location, if different from mail address Same

INJURED OR ILL EMPLOYEE

4. Name John (First name) (Middle name) Jones (Last name) Social Security No. 100-00-0000
5. Home address 1415 East Street (No. and street) Anytown (City or town) West Dakota (State)
6. Age 42 7. Sex: Male x Female (Check one)
8. Occupation Stockroom Clerk
   (Enter regular job title, *not* the specific activity he was performing at time of injury.)
9. Department Procurement
   (Enter name of department or division in which the injured person is regularly employed, even though he may have been temporarily working in another department at the time of injury.)

THE ACCIDENT OR EXPOSURE TO OCCUPATIONAL ILLNESS

10. Place of accident or exposure 1712 Dale Lane (No. and street) Anytown (City or town) West Dakota (State)
    If accident or exposure occurred on employer's premises, give address of plant or establishment in which it occurred. Do not indicate department or division within the plant or establishment. If accident occurred outside employer's premises at an identifiable address, give that address. If it occurred on a public highway or at any other place which cannot be identified by number and street, please provide place references locating the place of injury as accurately as possible.
11. Was place of accident or exposure on employer's premises? Yes (Yes or No)
12. What was the employee doing when injured? Helping to stack boxes of paper
    (Be specific. If he was using tools or equipment or handling material, name them and tell what he was doing with them.)
13. How did the accident occur? He tripped on a cord, brushed against a stack of boxes, one of which fell on his head
    (Describe fully the events which resulted in the injury or occupational illness. Tell what happened and how it happened. Name any objects or substances involved and tell how they were involved. Give full details on all factors which led or contributed to the accident. Use separate sheet for additional space.)

OCCUPATIONAL INJURY OR OCCUPATIONAL ILLNESS

14. Describe the injury or illness in detail and indicate the part of body affected. Cuts on the scalp requiring eight stitches
    (e.g.: amputation of right index finger at second joint; fracture of ribs; lead poisoning; dermatitis of left hand, etc.)
15. Name the object or substance which directly injured the employee. (For example, the machine or thing he struck against or which struck him; the vapor or poison he inhaled or swallowed; the chemical or radiation which irritated his skin; or in cases of strains, hernias, etc., the thing he was lifting, pulling, etc.)
    A box of paper
16. Date of injury or initial diagnosis of occupational illness May 19, 1972 (Date)
17. Did employee die? No (Yes or No)

OTHER

18. Name and address of physician Dr. Smith, Anytown, West Dakota
19. If hospitalized, name and address of hospital County Hospital, Anytown, West Dakora

Date of report May 19, 1972 Prepared by (your name)
Official position ~~Procurement~~ Supervisor

ANSWERS TO QUESTIONS:

16. Occupational Injuries Illnesses

17. Supplementary

18. Injury Illness

19. More/additional

THE SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESSES

The third form required by the Act is called the SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESSES.

Remove the next page, which is an example of this form. Take time to look at the form to see what information the summary asks for.

This form is to be used to give a summary of all occupational injuries and illnesses that occurred in your establishment during the entire year.

It is to be completed at the end of each CALENDAR year. The summary form, as its name implies, is a summary of the information from the Log of Occupational Illnesses and Injuries.

The employer, or his representative who has been authorized by him, must supervise the preparation of the annual summary of occupational injuries and illnesses. He must sign it to certify the summary is true and complete. (OSHA Standard Section 1904.5(c).)

Using the completed example of the Log of Occupational Injuries and Illnesses, fill out the summary form found on the next page.

Remember, this form is separated into fatalities, lost workday cases, and nonfatal cases without lost workdays.

When you are finished, go to the next paragraph.

Turn to the last page of this lesson to see the completed form.

Check your answers to see if they match the example.

Did you fill out the form correctly?

- If yes, skip the next paragraph.
- If no, go to the next paragraph.

POSSIBLE PROBLEMS

If you entered a few numbers in the wrong columns, here are some things to remember about the data you just used:

- Both case histories involved only lost workdays; therefore both columns 7 and 8 should have zeros in them.
- Of the two injuries, the first case was a Code 10, and the second case was a Code 21.
- The Code 21 case involved a transfer.
- The total of occupational illnesses (next to the last row) is the sum of Codes 21-29, and does not include Code 10.
- The total of occupational injuries and illnesses (last row) is a sum of:

  –Code 10–occupational injuries, and

  –Total–occupational illnesses (21-29) found in the next to last row of the form.

20. In review, there are three forms that are required by the Act. The first form is the _____ of Occupational Illnesses and Injuries.

21. The second is the_____ Record of Occupational Injuries and Illnesses.

22. The third form we discussed is called the _____ of Occupational Injuries and Illnesses.

There are some more things you should know about the record keeping requirements of the Act:

- If an accident in your company causes the DEATH of one or more employees, or the hospitalization of FIVE or more more employees, your nearest OSHA Area Director must be notified within *48* hours of each accident that resulted in such death or hospitalization.
- When a Compliance Officer comes to your workplace, the employer is REQUIRED to let him see all of the records we have discussed in this lesson.
- Your employer MAY be required by the Bureau of Labor Statistics to report a summary of the injuries and illnesses that occurred at your establishment during the year. If the Bureau of Labor Statistics sends a report form, it is MANDATORY for the employer to complete and return this form within three weeks of the request.
- When the Summary of Occupational Injuries and Illnesses is made at the end of the calendar year, a copy MUST BE POSTED from February 1 to March 1 where employees can see it. Employers are required to sign their name at the bottom of the form.
- The employer is also required to keep records of all employee exposure to toxic materials. There are no special forms required, but the exposure record MUST be kept in the personnel file of each affected employee. The law requires that two types of people can request to see this information–the employee and the Compliance Officer.

OSHA No. 102

Form Approved
OMB No. 44R 1453

Summary

Occupational Injuries and Illnesses

Establishment Name and Address:

Injury and Illness Category		Fatalities	Lost Workday Cases			Nonfatal Cases Without Lost Workdays*	
			Number of Cases	Number of Cases Involving Permanent Transfer to Another Job or Termination of Employment	Number of Lost Workdays	Number of Cases	Number of Cases Involving Transfer to Another Job or Termination of Employment
Code 1	Category 2	3	4	5	6	7	8
10	Occupational Injuries						
	Occupational Illnesses						
21	Occupational Skin Diseases or Disorders						
22	Dust diseases of the lungs (pneumoconioses)						
23	Respiratory conditions due to toxic agents						
24	Poisoning (systemic effects of toxic materials)						
25	Disorders due to physical agents, (other than toxic materials)						
26	Disorders due to repeated trauma						
29	All other occupational illnesses						
	Total—occupational illnesses (21-29)						
	Total—occupational injuries and illnesses						

*Nonfatal Cases Without Lost Workdays—Cases resulting in: Medical treatment beyond first aid, diagnosis of occupational illness, loss of consciousness, restriction of work or motion, or transfer to another job (without lost workdays).

ANSWERS TO QUESTIONS:

20. Log
21. Supplementary
22. Summary

There are penalties for filing false documents. If a false document is filed, whoever filed it, upon conviction, is subject to a maximum of $10,000 fine and imprisonment up to six months.

All forms mentioned in this lesson can be ordered from your regional office of the Department of Labor. The address can be found in Lesson 14—Resources for the Supervisor.

The records that your employer is required to keep can be used to benefit you and employees you supervise in many ways. One of the most important uses of these forms is for determining where hazards are located and how dangerous they are to your employees. If many employees are injured or become ill in a specific work area, this points out that action shoud be taken by your employer before more injuries or illnesses result. Don't wait until a Compliance Officer comes to your establishment to rid your work area of hazards.

The Act sets up rules that require employers to comply with safety and health rules, but many benefits can be realized if you and other employees rid work areas of hazards for the simple reason that lives may be saved by your prompt action.

REVIEW

23. The Williams-Steiger Occupational Safety and Health Act of 1970 requires that records be kept on all recordable _____ during the year.

24. What is the name of the form that must be posted in your establishment at the end of the calendar year?

25. When must you report an accident if it occurs in your work area and causes the death of one or more employees, or hospitalization of five or more employees?

26. The first form discussed in this lesson was called the Log of _____ _____ and _____ .

27. The form that records the most complete information on each illness or injury is called the _____ Record of Occupational Injuries and Illnesses.

28. If requested, all injury and illness _____ must be made available to a Compliance Officer during his inspection of your workplace.

29. Does a recordable injury include those cases that require minor first aid? (Note: illnesses must be recorded even if there is no treatment.)

    a. Yes

    b. No

30. Prompt action in remedying hazards may help to save the _____ of employees you supervise.

ANSWERS TO QUESTIONS:

23. Injuries Illnesses

24. The Summary of Occupational Injuries and Illnesses

25. Within 48 hours

26. Occupational Injuries Illnesses

27. Supplementary

28. Records

29. b. No

30. Lives

OSHA No. 102

Form Approved
OMB No. 44R 1453

Summary

Occupational Injuries and Illnesses

Establishment Name and Address:

Injury and Illness Category		Fatalities	Lost Workday Cases			Nonfatal Cases Without Lost Workdays*	
			Number of Cases	Number of Cases Involving Permanent Transfer to Another Job or Termination of Employment	Number of Lost Workdays	Number of Cases	Number of Cases Involving Transfer to Another Job or Termination of Employment
Code 1	Category 2	3	4	5	6	7	8
10	Occupational Injuries	0	1	0	1	0	0
	Occupational Illnesses						
21	Occupational Skin Diseases or Disorders	0	0	0	0	0	0
22	Dust diseases of the lungs (pneumoconioses)	0	0	0	0	0	0
23	Respiratory conditions due to toxic agents	0	0	0	0	0	0
24	Poisoning (systemic effects of toxic materials)	0	1	1	4	0	0
25	Disorders due to physical agents (other than toxic materials)	0	0	0	0	0	0
26	Disorders due to repeated trauma	0	0	0	0	0	0
29	All other occupational illnesses	0	0	0	0	0	0
	Total—occupational illnesses (21-29)	0	1	1	4	0	0
	Total—occupational injuries and illnesses	0	2	1	5	0	0

*Nonfatal Cases Without Lost Workdays—Cases resulting in: Medical treatment beyond first aid, diagnosis of occupational illness, loss of consciousness, restriction of work or motion, or transfer to another job (without lost workdays).

GPO 880-079